

**Minutes of St Thomas's PTA Meeting  
Wednesday 16<sup>th</sup> January 2019**

Attendees: Gemma Gordon (PTA Chair), Sarah Morley (PTA Secretary), Angie Pollard (PTA Secretary), Rebecca Judson (PTA Treasurer), Rebecca Till, Susie Oldfield, Claire Hyde, Helen Reeves, Jennifer Cleary

**1. Apologies for absence**

It was agreed that this agenda item will be removed from future agenda and minutes

**2. Minutes of the last meeting and Finance Overview**

No changes to the minutes from last meeting (22 November 2018)

Finance Overview - As of 16<sup>th</sup> January, approx. £11,557 in bank, plus funds raised over Christmas which need to be totalled and banked. Christmas Jumper day raised approx. £230; Christmas cards raised approx. £800

**Action – Becky to confirm updated figures for Christmas events and PTA account balance**

**Action – Angie to send out summary via PTA Facebook page with regard funds collected (to raise awareness to parents and teachers of how much money was donated via recent events)**

**Action – Angie to send out a reminder to PTA Ambassadors regarding 'easy fundraising' and request they share with their respective classes**

**Action – Gemma to check all committee have access to Dropbox PTA folder and confirm if the PTA report on Dropbox has been sent out**

**3. Overview of Christmas activities**

**Christmas Fair** – no fair was held for Christmas 2018 as the infant site is too small and debate about using Junior site is ongoing. PTA have previously hired a marquee, which cost £1500 so no profit was made that year. Health & Safety considerations and risk assessments to hold the fair are also down to the PTA. Volunteer numbers are low and it is always the same core group of people offering to help.

Noted that the PTA have lost approx. £2k from not holding the Christmas fair, however until a suitable venue / enough volunteers can be found the Christmas Fair will not go ahead again in 2019

**Christmas Jumper Day** – a good number of donations were collected from both infant and junior sites. Thank you to the volunteers who collected the donations at both sites.

Noted that in future should try to tie in with the official Christmas Jumper Day and request for the school to allow a full dress down day. Infant and Junior should also be on same day and we should allow donations to be taken in class and collected for PTA.

**Refreshments at carol service / nativity service** – amount raised tbc, surplus cakes & mince pies were taken to a foodbank in Reddish.

**Carol Service** – was for Year 4 only in 2018. Noted that the current Year 3 have never led a carol or nativity service.

**Hamper / Basket Bash** - No luxury hamper was held for Christmas 2018 by the PTA. The Basket Bash was planned for Easter by the PTA; however, the school ran their own Basket Bash in the run up to Christmas with all funds going direct to the school.

#### **4. Fashion Show**

Postponed from late 2018 due to the collapse of the Infant school hall. Venue to be confirmed, once venue confirmed can then agree a new date.

**Action – Gemma to confirm if we can now use the Infant school Hall for the fashion show and other events such as Clothes swap / Easter Fair etc, or alternatively can the PTA use the Junior site (Noted that the PTA could request for parents and staff to wear flat shoes or slippers so as not to damage the floor in the junior site)**

**Action – Rebecca Till to contact St Pauls as a back-up venue option in the event we cannot use the infants or junior site**

#### **5. Mother's Day**

Mother's Day falls on 31<sup>st</sup> March. PTA usually sell gifts in school for children to purchase at the infant and junior site at a cost of £3. Agreed dates to sell gifts will be Tuesday 26<sup>th</sup>, Wednesday 27<sup>th</sup> & Thursday 28<sup>th</sup> March (to ensure the nursery class (second half of week) are included). Gifts need to be cheap, easy / simple to sell and wrap, with an envelope so the child can decorate and most importantly something we would want as a gift!

**Action for all – bring an idea for gifts to next PTA meeting (different ideas needed for Infant and Junior)**

**Action for PTA Ambassadors – email your respective class to ask for gift ideas**

#### **6. Easter**

**Easter Fair** – unfortunately the PTA are not allowed to use the school hall on a Saturday to host the fair.

**Action for all – find alternative venue for an Easter Fair**

**Easter Egg Colouring Competition** – entries to be received by 3<sup>rd</sup> April. 1<sup>st</sup> & 2<sup>nd</sup> Prize for each class / each child who enters gets an Easter egg.

**Easter Bonnet / Parade** – suggestion for this to be held in school time, £2 per child entry fee. PTA can organise a prize for winner and runner up. Option to sell tea / hot cross buns to raise more funds for PTA?

**Action - Gemma to discuss above ideas with Karen Morris**

## **7. Survey**

Lesley Fairfax to send communication out (NB – this has been sent out on 22<sup>nd</sup> January)

## **8. AOB**

### **PTA Ambassadors**

WhatsApp group needs updating and need to ensure each class has a PTA ambassador

**Action – Gemma to update PTA Ambassadors WhatsApp group to include new committee members. Gemma to request each ambassador sends a reminder to their classes about the PTA Facebook group and to ask them to send a message about the wish list.**

### **PTA page on school website**

Content needs updating and need to increase awareness of this page for all parents and staff

**Action – Gemma to update the PTA page with regard new committee members**

**Action – Sarah to speak to Lesley Fairfax to request communication sent to parent and staff to include: copy of January PTA minutes, reminder of PTA page on school website (and include the link in the comms) and a list of advance dates for this term's PTA meetings**

### **Wish List**

Currently £11k in PTA bank account

By the next PTA meeting we need a wish list from both the PTA and the School (Infants & Juniors) on what to use the funds for. The aim is to use the money for fun events and to make memories for all the children, parents and staff at St Thomas's. A message has been posted on the PTA Facebook page to request for ideas.

**Action – Gemma to ask PTA Ambassadors to message their classes for ideas for the wish list**

**Action for all - put forward ideas for the wish list**

### **Chess Club**

Paul Campen has requested for £250 to start a chess club, the money will be used to buy the chess boards to start up the club. The request for funds was agreed by the committee members.

### **Clothes Swap event**

Gemma and Rhiannon are leading the organising for this event. It is proposed to be women's clothing / accessories and needs to be held before Easter. Proposal would be to bring along 5 items each, pay an entry fee in return for glass of prosecco and have access to swap your items (any un-swapped clothes could be donated to charity). Venue and date tbc.

**Action - Gemma to confirm if Infant or Junior site can be used for clothes swap**

### **Clothes Collection**

w/c 28<sup>th</sup> January – details are available on the PTA Facebook page and comms have been sent out by the school. Volunteers have been requested to help collect the bags from the playground and bring into the school.

### **Recycling Point**

Currently with Karen Morris for consideration.

### **Agenda items to carry forward to next meeting**

- Sing-along event

**Action - Rebecca Till to contact the Moor Top with regards the equipment they use / could this be hired by the PTA? \***

\*If not then PTA ambassadors could send request to parents to borrow a screen /projector or PTA could invest in this equipment?

- Luxury Raffle / Children's Raffle, Children Clothes Swap / Selling event. Option to tie in luxury raffle with Easter or Summer Fair (in last month's minutes - Rhian Gilligan offered to help organise again for this academic year)
- Include list of actions to keep track of progress of open / closed actions

### **9. Next PTA Meeting Dates for 2019**

- February – Monday 11<sup>th</sup> February
- March – Thursday 14<sup>th</sup> March
- April – Wednesday 24<sup>th</sup> April
- May – Tuesday 21<sup>st</sup> May
- June – Monday 17<sup>th</sup> June
- July – Monday 15<sup>th</sup> July
- September – Tuesday 10<sup>th</sup> September